



# Brain Dump Activity

## Lighten your load.

Take a few minutes to clear your head. Write down every to-do, personal and professional, that's on your mind right now. Don't judge whether it is important or not, or if you want to actually do it or not. Just write it down.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Plan your day.

Planning starts with getting thoughts out of your head and in front of your eyes. The next goal of this activity is to make some decisions about the items in your brain dump.

Does this item belong on your to-do list today?

What is the next action step required to get this task/project completed?

Use the flow chart on the next page to help make these decisions.

### 1. First identify Task vs. Project:

#### ◆ Task:

A task is easy, a simple action you currently have the skills to get it done.

Ex: Take out the trash

#### ◆ Project:

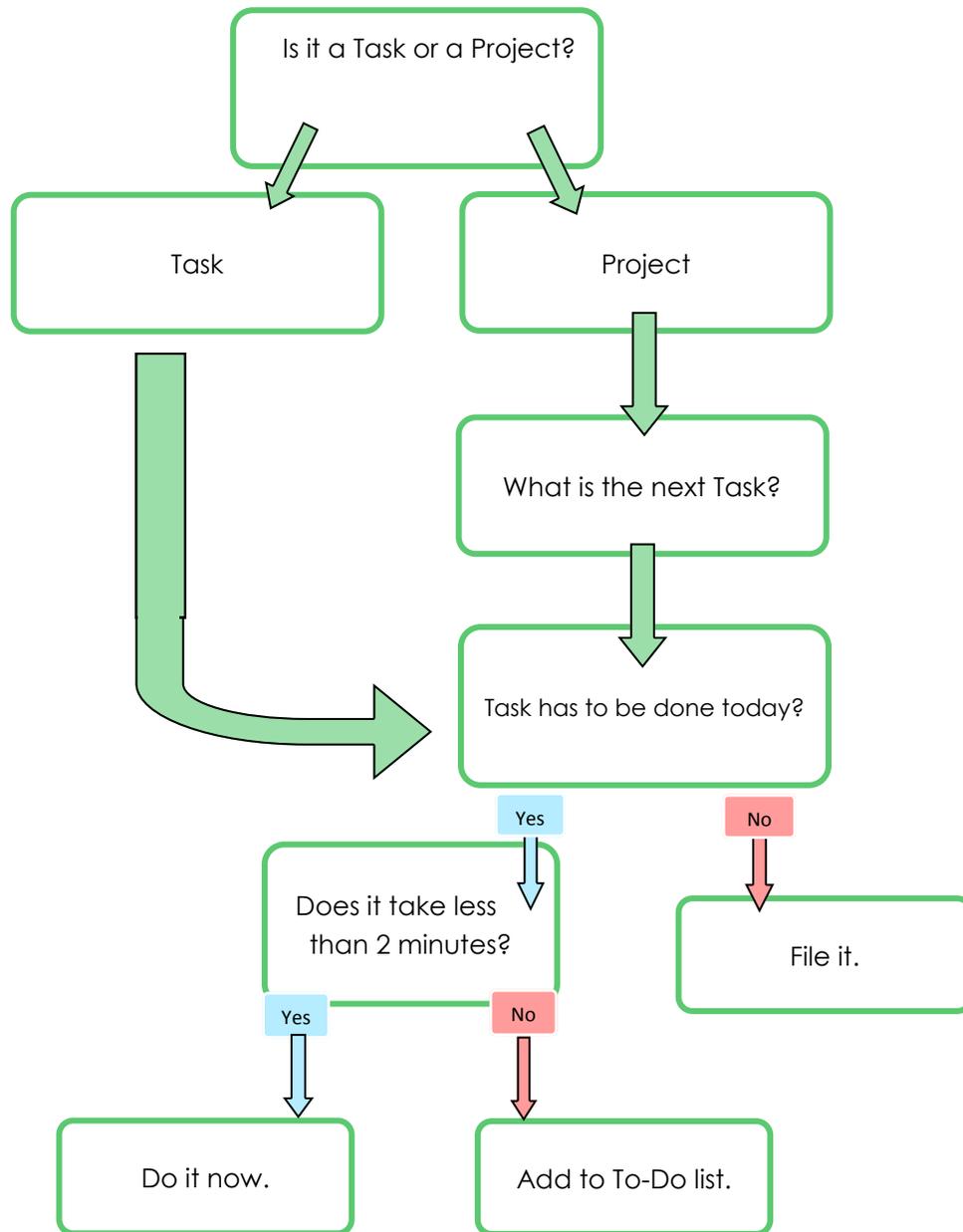
Requires a series of tasks over time. A lot of the things we think of as tasks are actually projects. Anything that requires more than one step is a project.

Ex: Install new backyard lights...while this may seem like a task, you first have to purchase the lights, decide where they will go, determine if this is something you can do yourself, or if you need to call an electrician...

Derived from *Stress Less and Thrive*, Florida Blue



2. Next, for each item in the brain dump ask:



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For more information on time management, organization, or productivity, check out David Allen's *Getting Things Done: The Art of Stress-Free Productivity*.